



Correcting Relationships in Family Tree

There are two types of relationships in Family Tree: Child-parent and Couple Relationship.

Guidelines for Correcting Relationships in Family Tree

- When correcting Relationships, remember:
- When the wrong person appears in a family, **Delete the Relationship** to unlink the person from the family.
- When Deleting a Relationship between individuals, the individuals stay in the Family Tree database, but are no longer connected.
- When unlinking a person from a family and add him/her to another family, write down the Person's ID number, so the person can be quickly found again to add him/her to the correct family.

Rules to Follow in Correcting Relationships:

1. Know what is correct before deleting relationships
2. Find and attach sources and tag those sources to name, gender, etc.
3. Have the correct information in front of you when analyzing the children and parent relationships, or have a split screen on your computer.
4. Determine if dates and places are logical and if relationships make sense.
5. Make a plan of attack. Determine the most correct information and what to keep and what to delete. If in doubt, DON'T!
6. Give reason statements for relationships you delete, referring to sources whenever possible.
7. All children must be deleted from a relationship before deleting the couple relationship.
8. If the relationship of a bolded child is deleted, the whole family relationship to the tree will be deleted – delete the bolded child last.
9. Sometimes a new record may need to be created for an individual and then link the new record into the tree. This may be necessary when several individuals have been combined into one record.
10. Fix the problem of duplicate parents first, then fix the children.
11. Merge duplicates so that individuals are not left floating in the system.
12. Merge Possible Duplicates as you encounter them during the process of correcting relationships.
13. If there are no dates, places or relationships common to the possible duplicates, they probably should not be merged.

For Further Information on Merging and Correcting Relationships

1. Go to: **FamilySearch.org**
2. Click on **Get Help**
3. Click on **Learning Center**
4. Click on **Family Tree Training Lessons and Videos**

5. Click on **View This Lesson**
6. Click on the icon with the Tree (this is Level 2)
7. Scroll down to **Duplicates and Family Relationships**
8. Now click on one of the written lessons (on the far left) or on the videos (in the middle)

Adding and Editing Child Relationships

- Child-parent relationships connect children to parents
- A child has a separate relationship to the mother and a separate relationship to the father. This lets you indicate, for example, that a child had a step relationship to the father and a biological relationship to the mother.
- Child relationships include:
 - Adopted
 - Biological
 - Guardianship
 - Foster
 - Step
- The default child relationship is Biological.
- Click on the pencil icon to the right of the child to edit the parent-child relationship.
- A box comes up with both mother and father showing, click on the **Relationship Type** shown on one of the parents. A drop down arrow appears in the right hand side of a rectangular window. Click on it and change the relationship. Click **Save**. It will then show on the child in the family on the details page with the change.
 - To change the relationship at any time, repeat the process.
 - To delete that relationship type, click on **Delete** and the relationship will go back to Biological
 - A date that the relationship type took place can be inserted and a reason statement added.

Adding and Editing Couple Events

- **Couple Events** connect the husband and wife.
- **Couple Events** include:
 - Annulment
 - Common Law
 - Divorce
 - Marriage
- The default Couple Event is Marriage
- Click on the pencil icon in the Family Members Section Couple box
- Click on the **Couple Event** that shows in the box from the dropdown arrow to **Edit** or **Delete** an existing
 - Couple Event, Date or Place.
 - Click **Add** to add event
 - Add a **Reason Statement**
 - Click **Save**.

Correcting Relationships by Removing or Replacing Persons

There are two relationships connecting individuals to families in Family Tree.

- a) Couple Relationship
- b) Child-parent relationship

To edit either of these relationships go to the Person Page in the Family Members Section

- Click on the pencil icon to the right of the couple to edit this couple relationship
- Click on the pencil icon to the right of a child to edit a child-parent relationship

Remove parent-child relationship

1. Click on the pencil icon to the right of the child to edit the parent-child relationship
2. Click on **Remove or Replace**
3. Click on **I have reviewed, etc.**
4. Click on **Remove parents**
5. Give **Reason Statement**, click on **Remove**
6. Add the child to the correct family
7. Go back to the original family, click on the pencil icon and then continue to remove children from the family.

Remove Couple Relationship

1. Click on the pencil icon to the right of the couple to edit the couple relationship
2. Click on **Remove or Replace**
3. Click on **I have reviewed, etc.**
4. Click on **Remove Person**
5. Give reason statement and click on **Remove**

Removing relationships does not **Delete** any individuals from Family Tree. It only removes the **Parent-child relationship** or the **marriage relationship**.

A **couple relationship** cannot be removed as long as the children are attached to the couple. **Child relationships** must be corrected first, removing the **bolded** child last. Then the **Couple Relationship** can be removed. (Taking the **bolded** child out first will remove the family from the screen.)

Replace parent/child or couple relationships

- If you are replacing the mother or father of a child, copy the mother's/father's ID #.
- Click on the pencil icon of the child that will be put in the new family
- Click on **Replace Person** by the mother/father
- Click **I have reviewed . . .**
- Click **Replace Person**
- Click on **Find by ID number**
- Paste the ID# in the box
- Click on **Find**
- Click on **Add Person**
- Give reason statement and click on **Replace**
- The child will be in the new family and will not have to be removed from the other family.

Replace a spouse in a Couple Relationship

- Click on the pencil icon to the right of the couple to edit the couple relationship
- Click on **Remove or Replace**
- Click on **I have reviewed . . .**
- Click on **Remove Person**
- Give a reason statement and click **Remove**.
- Copy the ID # of the new spouse. Add it to the couple relationship.

Replace a mother or father in a family.

One of the spouses is not correct nor the parent of any of the children. If you know the correct spouse, then replace the incorrect one.

- Click *Edit Couple Pencil*
- Click *Remove or Replace*
- Click Box *I have reviewed*
- Find by ID (if you have the ID of the correct spouse)

Or

- Fill in the name and information
- Find
- Add Person
- Give reason
- Replace

The correct parents are now with the correct children.

The “Delete Person Unavailable” Icon

Delete Person Unavailable, is found at the bottom of the **Tools** box on the

Person Page detail tab. The **Delete Person** function is unavailable unless it is a person you entered and no changes have been made by you or anyone else. If you know the person is a wrong gender and someone has made changes or temple ordinances have been started, you must contact support@familysearch.org. You must send them proof of the correct gender.